



MONTANA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 1887
Great Falls, MT 59404-1887

1 October 2005

MEMORANDUM FOR – SEE DISTRIBUTION

FROM: MT WG/CC

SUBJECT: Montana Wing Policy Letter #4 – Credit Card Policy

1. References:
 - a. CAP Regulation 173-2-10
2. This policy prescribes the procedures for use of the Montana Wing VISA credit cards that are issued to certain headquarters staff persons. This instruction does not change the requirements in CAPR 173-2 concerning prior authorization to expend wing funds.
3. The Wing Commander has authorized use of MT Wing VISA credit cards for the following wing staff officers subject to the credit limits shown below for each card:
 - a. Wing Commander -- \$3500.00
 - b. Wing Vice Commander -- \$1500.00
 - c. Wing Chief of Staff -- \$1500.00
4. The VISA credit cards may be used to pay for expenditures directly related to those activities within the staff officer's scope of duty. The aggregate balance on each account at any one time may not exceed the credit limit shown above.
5. All uses of the MT Wing VISA credit card will be documented and reported to the Wing Director of Finance. Any receipts must be turned in on a monthly basis. If a receipt is not obtained, then an e-mail message to the Director of Finance documenting your transaction will suffice. All receipts must show what the expenditure was for to facilitate posting to the correct accounts. Vehicle identification numbers, aircraft N numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement. The date, vendor name, items purchased and amount will be included on any e-mail notification in addition to the above information.
6. Any MT Wing VISA credit card that is lost or stolen must be reported immediately to the credit card issuer, Wing Commander and Director of Finance.
7. The MT Wing VISA credit card will not be used for personal expenditures at any time.

Jan E. Van Hoven, Col, CAP
Commander, MTWG

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